



MISSOURI DEPARTMENT OF NATURAL RESOURCES
ENERGY CENTER – ENERGY REVOLVING FUND

APPLICATION

1. SECTOR			
<input type="checkbox"/> School K-12 <input type="checkbox"/> Local Government <input type="checkbox"/> Higher Education <input type="checkbox"/> Other _____			
2. HOW DID YOU FIND US? (CHECK ALL THAT APPLY)			
<input type="checkbox"/> Web Site <input type="checkbox"/> Meeting/Event <input type="checkbox"/> Direct Mail <input type="checkbox"/> Colleague <input type="checkbox"/> Other _____			
3. ORGANIZATION NAME			
4. MAILING ADDRESS		5. CITY	6. ZIP CODE
			7. COUNTY
8. CONTACT NAME	9. TITLE	10. PHONE NUMBER	11. FAX NUMBER
12. E-MAIL ADDRESS		13. TOTAL PROPOSED PROJECT COST	14. TOTAL LOAN AMOUNT REQUESTED
15. PROJECT TYPE		16. ESTIMATED START DATE	17. ESTIMATED PROJECT COMPLETION DATE
<input type="checkbox"/> Building <input type="checkbox"/> System _____			
18. PROJECT LOCATION (ATTACH LIST OR MAP FOR MULTIPLE LOCATIONS)			19. ESTIMATED ANNUAL ENERGY COST SAVINGS
BUILDING SPECIFIC INFORMATION; FOR MULTIPLE BUILDINGS, USE SEPARATE SHEET OF PAPER			
20. TOTAL BUILDING AREA IN SQUARE FEET		21. TOTAL AFFECTED BUILDING AREA IN SQUARE FEET	22. APPROXIMATE NO. OF BUILDING OCCUPANTS
FOR ORIGINAL BUILDING ►	23. YEAR OF CONSTRUCTION	24. HEATED AREA IN SQUARE FEET	25. COOLED AREA IN SQUARE FEET
FOR ADDITION #1 ►	26. YEAR OF CONSTRUCTION	27. HEATED AREA IN SQUARE FEET	28. COOLED AREA IN SQUARE FEET
FOR ADDITION #2 ►	29. YEAR OF CONSTRUCTION	30. HEATED AREA IN SQUARE FEET	31. COOLED AREA IN SQUARE FEET
FOR ADDITION #3 ►	32. YEAR OF CONSTRUCTION	33. HEATED AREA IN SQUARE FEET	34. COOLED AREA IN SQUARE FEET
35. NAME, COMPANY AND PHONE NUMBER OF ENERGY ANALYST OR OTHER WHO PREPARED ENERGY-CONSERVATION MEASURES REPORT			
36. BUSINESS TYPE NAMED IN 35 ABOVE			
<input type="checkbox"/> Applicant <input type="checkbox"/> Engineering <input type="checkbox"/> ESCO <input type="checkbox"/> Other _____			
APPROPRIATE DISTRICT NUMBERS BASED ON THE APPLICANT'S LOCATION		37. U.S. CONGRESSIONAL DISTRICT	38. MO SENATORIAL DISTRICT
			39. MO LEGISLATIVE DISTRICT
<p>The governing board or body has reviewed the Energy-Conservation Measures Report and agrees that the building or system information is correct and the project and associated energy-conservation measures have been correctly described. The governing board or body authorizes the contact person, named above, to provide any additional information relevant to the review and/or approval of this application.</p> <p>The building, facility or system is owned and operated by the applicant. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
PRINT NAME AND TITLE OF AUTHORIZED OFFICIAL		SIGNATURE OF AUTHORIZED OFFICIAL	
		DATE	

APPLICATION INSTRUCTIONS

We strongly recommend that loan applicants contact an Energy Center loan manager before completing an application. Loan managers can be reached at any of the center's three locations:

Jefferson City: (573) 751-3443 or (800) 361-4827
Kansas City: (816) 759-7313, ext. 2263
St. Louis: (314) 340-5930

Below are the instructions for selected loan application fields that may require clarification.

- 3-7. Enter the information for the organization's administrative office location.
- 8-12. Enter the contact person's information. The contact person is the individual who can answer the majority of the questions related to this application.
- 13. Enter the total project cost for all energy-conservation measures. This can include reasonable fees for design and commissioning.
- 15. Select the project type. If selecting "System," give a short description, such as motors or traffic signals.
- 16-17. Enter the planned start and completion dates of construction activities.
- 18. Some projects may include several building and/or system locations. Enter the total number of buildings or locations that will be directly affected by the proposed project and the number of occupants for each building. If a list or map is needed, enter "see attached."
- 19. Enter the estimated annual energy cost savings calculated in the Energy-Conservation Measures Report.
- 20. Enter the total area of the building that is served by the utility meters in the Fuel Use Summary.
- 21. Enter the area of the building that will be affected by energy-conservation measures.
- 35. Enter the contact information for those who provided the technical documentation.
- 36. Select the business type of the energy analyst identified in 35. If selecting "Other," please describe.
- 37-39. Enter the appropriate district numbers based on the applicant's location.

Remember to have the authorized official sign and date the application. Understand that this is an application only, and it does not obligate an organization to take a loan, if approved by the Energy Center.

Mail the original completed application and associated documents to the address below:

Missouri Department of Natural Resources
Energy Center
Attn.: Energy Loan Program Clerk
P.O. Box 176
1101 Riverside Drive
Jefferson City, MO 65102



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FUEL USE SUMMARY

APPLICANT ORGANIZATION NAME

SPECIFIC BUILDING OR SYSTEM NAME

TOTAL AREA COOLED IN SQUARE FEET

TOTAL AREA HEATED IN SQUARE FEET

MONTH	YEAR	UTILITY PROVIDING FUEL			UTILITY PROVIDING FUEL		UTILITY PROVIDING FUEL	
		ELECTRIC			NATURAL GAS		FUEL OIL/LPG/ OR OTHER _____	
		USAGE (kWh)	DEMAND (kW)	COST \$	USAGE (_____)	COST \$	USAGE (_____)	COST \$
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								
ANNUAL TOTAL								
AVERAGE UNIT COST								
ACCOUNT NUMBERS								

FUEL USE SUMMARY INSTRUCTIONS

*This form should be completed for **each** building or system that has an individual meter.*

Utility bill data is key to identifying energy usage patterns and potential savings, so it is essential that utility bill data is provided. Complete the **Fuel Use Summary** form by entering the fuel usage and cost data from the utility bills of the most recent 12-month period for each building or system proposed to receive loan funds. Record the year relevant to the month as appropriate in the "YEAR" column and identify the name of the utility for each relevant fuel type.

Electric Bills: The unit for electricity is kilowatts hours(kWh). Also enter the electric demand (kW) for each month.

Natural Gas: Natural gas units are generally expressed in therms or CCF (one hundred cubic feet). Indicate which unit is being expressed.

Other Fuel: Units of fuel oil and LPG are generally expressed in gallons. Other units may be tons as in coal, cords and in wood, etc. Indicate which unit is being expressed when applicable.

The "Annual Total" and "Average Unit Cost" rows should be computed and entered in the appropriate spaces provided. Enter all relevant billing account numbers.